

~~CONFIDENTIAL~~

Personnel Director

12 June 1951

DOS

Chief, Administrative Services

Recruitment Requests - Machine Records Branch

W

1. Attached are recruitment requests for the following positions, totaling 15 additional employees for the Machine Records Branch, General Services Division, Administrative Services Office.

Tabulation Machine Planners	2	GS-11-12
Key Punch Operators	7	GS- 3- 4
Tabulation Machine Operators	4	GS- 3- 4
Clerks (coders)	2	GS- 4- 5
	<hr/> 15	

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2. Mr. [REDACTED] has requested that for the present time these additional positions be carried under the Personnel Pool and upon recruitment and clearance of personnel, that they be assigned to the Machine Records Branch for duty. It is his request that no T/O changes in Administrative Services be made at this time. For your information, these additional personnel are required for a special OPC project and should be procured and cleared as soon as possible.

3. Would you kindly advise the appropriate activities of your office of this arrangement in order that personnel procurement action and security clearance can be undertaken without further delay?

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ATTN: 4 RRs

cc: Advisor for Mgt.
Asst. DD/A ✓

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[REDACTED]

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